



SOUTH DAKOTA DEPARTMENT OF AGRICULTURE

WILDLAND Fire Suppression
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Dear Chief:

WFS is updating IQS once again. With national IQS upgrades and ROSS cleanup we are required to stay up to date with current nationally.

The following is the procedure to do the upgrade:

- Back – up the current data in your system and export it to a disc and send the disc in to WFS. Please make a paper copy listing all members that are not longer active in your department so WFS can archive those personnel.
- Download the version, v5.0.1 update of IQS, by doing the following: Log in to the IQS main page and click on the **help tab**. Then click on the **about tab**. Click on the IQS Web Page URL (in blue). Click on Download on the upper left menu and follow the instructions.
- After the update is complete **do not enter any new information in your system until WFS sends your disc back with the updated information on it. [Any information entered into your system before you receive the updated disc from WFS will result you losing all entered information.]**
- Please have your disc and paper copy of personnel to be archived to WFS by March 15, 2009. All discs received after the March 15th deadline will result in a delay of your records and qualifications being entered into ROSS.

Thanks

LaVerne Hermanson